

**ABBREVIATIONS AND ACRONYMS**

AEA	Actual Expense Allowance
★AIS	Automated Information System
AO	Authorizing Official
APC	Agency Program Coordinator
ATM	Automated Teller Machine (for use with government travel card)
CBA	Centrally Billed Accounts
★CFO	Chief Financial Officer
★CO	Certifying Official
Comp Gen	Comptroller General of the United States
CONUS	Continental/Contiguous United States (the 48 states plus the District of Columbia)
CPM	Component Program Manager
★CRS	Commercial Reservation System
CTD	Civilian Travel Determination
CTO	Commercial Travel Offices (under contract to the government)
★CUI	Common User Interface
★DADS	Defense Accounting and Disbursing Systems (generic term)
DFAS	Defense Finance and Accounting Service
DFAS-HQ/F	Directorate for Finance, Defense Finance and Accounting Service-Headquarters
★DISA	Defense Information Systems Agency
DLA	Dislocation Allowance
★DO	Disbursing Office(r)
DoD	Department of Defense
DoDFMR	Department of Defense Financial Management Regulation
DOHA	Defense Office of Hearings and Appeals
★DTA	Defense Travel Administration
★DTR-6	Defense Travel Region 6
★DTS	Defense Travel System
★DTS-L	Defense Travel System-Limited
★EB/EC	Electronic Business/Electronic Commerce
★EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
FDTA	Finance Defense Travel Administration
FICA	Federal Insurance Contribution Act
FITW	Federal Income Tax Withholding
FTR	Federal Travel Regulation
★GAO	General Accounting Office
GBL	Government Bill of Lading
GSA	General Services Administration
★GSBCA	General Services Administration Board of Contract Appeals
HHG	Household Goods
IATS	Integrated Automated Travel System
IAW	In Accordance With
★IBA	Individually Billed Account

ID	Identification (such as ID card)
IMA	Individual Mobilization Augmentee
★ITO	Invitational Travel Order (or sometimes Installation Transportation Office(r))
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
LES	Leave and Earnings Statement
★LOA	Line of Accounting
★MEPS	Military Entrance Processing Station
M&IE	Meals and Incidental Expenses
MCO	Marine Corps Order
MTMC	Military Traffic Management Command
★NAFI	Nonappropriated Fund Instrumentality
★OCONUS	Outside of the Continental/Contiguous United States
OPM	Office of Personnel Management
★OSD	Office of the Secretary of Defense
★OUSD(AT&L)	Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)
OUSD(C)	Office of the Under Secretary of Defense (Comptroller)
OUSD(P&R)	Office of the Under Secretary of Defense (Personnel and Readiness)
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PIN	Personal Identification Number
★PKI	Public Key Infrastructure
★PMO-DTS	Project Management Office-Defense Travel System
POC	Privately Owned Conveyance
POD	Port of Debarkation
POE	Port of Embarkation
★POV	Privately Owned Vehicle
★PTDY	Permissive Temporary Duty
★PUI	Payment-Upon-Issuance
★PUP	Payment-Upon-Presentation
RITA	Relocation Income Tax Allowance
★SJA	Staff Judge Advocate
SSN	Social Security Number
★TA	Travel Authorization
TAD	Temporary Additional Duty
TDY	Temporary Duty
★TLA	Temporary Lodging Allowance
★TLE	Temporary Lodging Expense
★TO	Transportation Office(r) (also known as Travel Order or Travel Office)
TQSE	Temporary Quarters Subsistence Expenses
★TQSE (AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
★TQSE (F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
TR	Transportation Request (also known as government-procured transportation)

★TRN	Trip Record Number
★U. S.	United States
★USA	United States Army
USAF	United States Air Force
U.S.C.	United States Code
★USCG	United States Coast Guard
★USMC	United States Marine Corps
USN	United States Navy
★VOCO	Verbal/Vocal Orders of the Commanding Officer
WTA	Withholding Tax Allowance